

## SAMPLE MEMORANDUM FOR NON-NNSA ELEMENTS

MEMORANDUM FOR: INGRID KOLB  
DIRECTOR, OFFICE OF MANAGEMENT

THRU: KEVIN T. HAGERTY  
DIRECTOR, OFFICE OF INFORMATION RESOURCES

FROM: XXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

SUBJECT: Notice of Intent to Develop or Revise *(Identify directive's number and title.)*

PURPOSE: *(Identify the basis for the directive and the expected outcomes.)*

JUSTIFICATION: *(Justify why the directive is necessary, specify which Departmental elements, offices or organizations the subject directive covers, and indicate if or how those elements, offices, and organizations have been involved in this stage. Identify issues that must be resolved or addressed, all conflicts with existing directives, and any impacts to other directives or Departmental functions or operations. Identify how this directive helps to fulfill the Department's mission, vision and strategy. The goal for processing directives actions is 165 days. If you are seeking an alternative processing time, explain why an alternative processing is necessary in this paragraph.)*

IMPACT: The proposed directive does not duplicate existing laws, regulations or national standards and it does not create undue burden on the Department.

[Qualitatively and where possible, quantitatively describe anticipated costs and beneficial impacts associated with implementation. The DRB will make the decision as to whether a full cost analysis is required.]

CONTACT: *(Please provide name and telephone number of the point of contact.)*

DECISION:

Concur: \_\_\_\_\_

Nonconcur: \_\_\_\_\_

Date: \_\_\_\_\_

Justification Memorandum (Continued)

<u>Standard Schedule for Directives Development</u>	<u>Days</u>
Draft Development (Writer)	60
Process/Post (MA-90)	5
Review and Comment (Interested Parties)	45
Comment Resolution (Writer)	30
Process/Post (MA-90)	5
Concurrence (Writer)	15
Preparation of Final Draft (Writer)	5
<b>Total</b>	<b>165</b>

*(NOTE: The standard schedule will be used unless otherwise specified by the Directives Review Board. The writer must assure the DRB that the first draft will be submitted to MA-90 within 60 days from the date the Justification Memorandum is approved.)*